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**INDIANA COMMISSION ON PROPRIETARY EDUCATION**

*Board of Commissioners Meeting Memorandum*

**Date:** August 18, 2006

**From:** Rebecca Carter, Director of Regulatory Compliance

**Subject: BROWN MACKIE COLLEGE – MICHIGAN CITY  
ASSOCIATE OF SCIENCE DEGREE IN  
EARLY CHILDHOOD EDUCATION**

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**Staff Recommendation**

The commission staff recommends that Brown Mackie College – Michigan City be granted the authority to award the Associate of Science degree in the following program:

**AS - Early Childhood Education**

**Background Information**

Brown Mackie College is nationally accredited by the Association of Independent Colleges and Schools.

The program consists of 96 quarter-credit hours of training and a minimum of 75% of the courses are in the Specialty; and the faculty meets the criteria as stipulated in 570 IAC 1-10.1-4

**Supportive Documentation**

1. Degree Applications
2. Instructor Qualification Record Forms

INDIANA COMMISSION ON  
PROPRIETARY EDUCATION

**DEGREE APPLICATION**

*(New or Renewal program)*

*Use the <tab> key to advance to the next field, or select a field by clicking the cursor.*

Name of Institution Brown Mackie College - Michigan City

Name of Program Early Childhood Education

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) AS

Name of Person Preparing this Form Diane Didonna

Telephone Number (219) 769-3321 **Application Type**

Date the Form was Prepared August 07, 2006 ☒ New ☐ Renewal

**I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.**

The Early Childhood Education program will provide students with the general and cultural knowledge of the physical, social, emotional and intellectual needs of young children. Students will develop an understanding of the social and psychological factors that influence a child and will acquire the essential knowledge, skills, ethics, and dispositions required in a well-prepared early childhood education professional.

- 1) Describe growth and developmental stages including cognitive and socio-emotional development of young children.
- 2) Apply principles and practices of child development, cultural diversity and assessment techniques (NAEYC 3) to create healthy, respectful, supportive and challenging learning environments for young children.
- 3) Demonstrate an awareness of the teacher's responsibility in child abuse and special need situations and access and utilize the full range of related support services.
- 4) Cultivate mutual relationships among family, school and the community to maximize learning opportunities.
- 5) Employ relevant regulatory, organizational and professional rules and standards associated with the provision of early childhood education.

**II. PROGRAM STRUCTURE:** List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROGRAM: Early Childhood Education

TOTAL COURSE HOURS: 96 Check one: Quarter Hours ☒ ☐

Semester Hours 

Clock Hours

LENGTH OF PROGRAM: 24 months TUITION: \_\_\_\_\_

**SPECIALTY COURSES:**

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
EC1000	Introduction to Early Childhood Education	4
EC1100	Child Growth and Development	4
EC1200	Developmentally-Appropriate Practices in Early Children Education	4
EC1300	Health, Safety and Nutrition in Early Childhood	4
EC1400	Early Childhood Language Arts and Methods	4
EC1500	Principles of Guidance for the Young Child	4
EC1600	Infant and Toddler Development	4
EC2000	Creative Activities for Early Childhood	4
EC2100	Assessment in Early Childhood Education	4
EC2200	Early Childhood Math and Science Methods	4
EC2300	Home, School and Community Partnerships	4
EC2400	Understanding Special Needs Children	4
EC2500	Organization and Administration of Early Childhood Settings	4
EC2900	Early Childhood Practicum	4

**SPECIALTY COURSES:**

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>

**GENERAL EDUCATION / LIBERAL ARTS COURSES:**

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
CF 1000	Professional Development	4
CM 1200	*Effective Public Speaking	4
EN 1101	*Composition I	4
EN 1102	*Composition II	4
EN 1200	Business Communications	4
MC 1150	Introduction to Microcomputer Applications	4
MC 1311	Word Processing I	4
MT 1770	*College Mathematics	4
PS 1200	*Principles of Psychology	4
SO 1200	*Principles of Sociology	4

Number of Credit/Clock Hrs. in Specialty: 56 /          Percentage: 58%  
Number of Credit/Clock Hrs. in General Courses: \*24 /          Percentage: 60%

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts: 16 /          Percentage: 40%

**III. LIBRARY:** Please provide information pertaining to the library located in your institution.

**1. Location of library; Hours of student access; Part-time, full-time librarian/staff:**

Brown Mackie College Library is located in Michigan City, IN. Library hours are Monday 8am-9pm, Tuesday 8am-9pm, Wednesday 8am-12pm and Thursday 8am-9pm. There is a full-time librarian on staff.

**2. Number of volumes of professional material:**

In the Brown Mackie College - Michigan City library, there are 1443 volumes in addition to 302 videos/DVDs, 358 reference materials, and 75 vertical files.

**3. Number of professional periodicals subscribed to:**

The library currently subscribes to 35 periodicals and 5 newspapers along with Inspire for online periodicals and journals.

**4. Other library facilities in close geographical proximity for student access:**

In close proximity to Brown Mackie College Library, there are other library facilities: Michigan City Public Library, LaPorte County Public Library, Chesterton Public Library, and Valparaiso Public Library. All of these libraries are within a 5 to 20 mile radius.

**If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.**

Doc.: degreappform.doc

**\*\* Include all required documentation pertaining to the qualifications of each instructor.**

**Total # of Faculty in the Program:** 7      **Full-time:** 1      **Part-time:** 6

**Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)**

[illegible]

## INSTRUCTOR'S QUALIFICATION RECORD

***Please TYPE the form.***

NAME OF INSTITUTION: Brown Mackie College - Michigan City

**Names of Courses Taught:**

GV1150 American Constitutional Law PL1122 Legal Research

BA1140 Business Law CJ2250 Juvenile Justice

BA1250 Human Resources CJ1150 Introduction to Criminal Justice

PL1730 Property Law PL1123 Legal Writing

## PL1450 Litigation

## CM1800 Ethics

CF1100 Professional Development

CM2500 Medical Ethics

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Valparaiso University	Valparaiso, IN	J.D. Law	1971	1974
Cavin College	Grand Rapids, MI	B.A. Political Science	1966	1970
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Hoeppner, Wagner, & Evans	Northwest, IN	Managing Partner of a 33 attorney firm	1974	2000
Brown Mackie College	Michigan City	Adjunct Professor	2004	Presen

## INSTRUCTOR'S QUALIFICATION RECORD

***Please TYPE the form.***

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Indiana Institute of Tech.	Fort Wayne, IN	Civil Engineering	1960	1967
Columbia Pacific University	San Rafael, CA	Business & Personnel	1980	1982
Columbia Pacific Univ.	San Rafael, CA	Sociology	1982	1984
Professional Engineer	IN, IL, and MI	Professional Engineering	1986	
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
NiSource	Merrillville, Indiana	Training Employees	1980	1996
McMonigal & Associates	Michigan City, Indiana	Engineering	1986	Present
Purdue University	Westville, IN	Mathematics Professor	1999	Present
Brown Mackie College	Michigan City, IN	Adjunct Instructor	2006	Present





## INSTRUCTOR'S QUALIFICATION RECORD

***Please TYPE the form.***

NAME OF INSTITUTION: Brown Mackie College - Michigan City

**Names of Courses Taught:**

BA 1140 Business Law

BA 1250 Human Resources

BA 1300 Small Business Management

BA 2600 Principles of Finance

MC 1211 Spreadsheets I and MC 1212 Spreadsheets II

MC1311 Word Processing I and MC 1312 Word Processing II

## MC 1400 Database Applications

## MC 1700 Professional Presentation Techniques

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Georgia State University	Atlanta, GA	Client-Server Networks and Distributed Processing	9/93	12/94
AT & T Prof Dev Center Executrain	Atlanta, GA	Power Point, Word, Excel, Microsoft Access	9/93	1/94
Georgia State University	Atlanta, GA	Master of Decision Sciences-Bus. Admin.	1981	1983
Georgia State University	Atlanta, GA	Master of Business Information Systems	1979	1981
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
AT & T and Lucent Technologies	Atlanta, GA	Senior Mgr and CIO - many other mgt positions	1970	2001
Brown Mackie College	Michigan City, IN	Adjunct Instructor	2004	Present

## INSTRUCTOR'S QUALIFICATION RECORD

***Please TYPE the form.***

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Purdue University	West Lafayette, IN	Sociology	1989	1998
Indiana University	Gary, IN	Public Management	1999	2001
Valparaiso University	Valparaiso, IN	Liberal Studies	2002	2004
Valparaiso University	Valparaiso, IN	Human Behavior	2004	2005
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Ivy Tech State College	Valparaiso, IN	Adjunct Faculty	1998	2005
Prairie State College	Chicago Heights, IL	Adjunct Professor	2004	Present
Brown Mackie College	Michigan City, IN	Adjunct Faculty	2006	Present

## INSTRUCTOR'S QUALIFICATION RECORD

***Please TYPE the form.***

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Purdue Calumet	Hammond, IN	English Literature	2002	2005
Purdue North Central	Westville, IN	Liberal Studies	1993	1999
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Purdue North Central	Hammond, IN	Teaching all levels of Composition	1999	2005
Ivy Tech Michigan City	Michigan City	Teaching Reading Comprehension and Eng.	2002	2003
Brown Mackie College	Michigan City, IN	Adjunct Faculty	2005	Present



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